

**FIONA**

[**FIONA.349945@2freemail.com**](mailto:FIONA.349945@2freemail.com)

**CAREER OBJECTIVE**

BS in Accountancy graduate with good academic standing applying for an accounting position where I can use my knowledge and experience to ensure the delivery of all financial and accounting activities, while gaining knowledge of new skills and expertise

**PERSONAL SKILLS**

* Organized and efficient
* Highly honors company ethics and confidentiality
* Willingness to learn and adapt to changes
* Ability to work independently or as part of a team
* Competent, flexible and dedicated

**TECHNICAL SKILLS**

* Fully knowledgeable in general accounting, payroll, receivables, journal entry preparation and cost accounting
* Comprehensive understanding of fundamental tasks, such as paycheck calculations, taxation principles, preparing ledgers and journals
* Analyze financial data and prepare financial reports/statements
* Basic knowledge of related automated financial and accounting software systems (Bloomberg and Peachtree accounting)
* Proficiency in the use of various applications and programs including MS Office Suite (Word, Excel, and PowerPoint) and the Internet

**EDUCATION**

**Bachelor of Science in Accountancy (2016)**

Divine Word College of Laoag

Laoag City, Philippines

(Dean’s Lister for 4 semesters – being a candidate for cum laude unfortunately disqualified due to unofficial dropping of nonacademic subject)

**ACHIEVEMENTS AND QUALIFICATIONS**

* Civil Service Exam-Professional Level Passer (May 2015)
* Bookkeeping NCIII Holder (July 2015)
* Certified Financial Markets Professional (CFMP) (April 2016)

**WORK EXPERIENCE**

**Payroll Accountant**

**DMMV Farms, Inc.**

**Brgy. Nangguyudan, PaoayIlocos Norte, Philippines**

**April 2016 - December 2016**

* Maintains and updates employee information
* Calculates and verifies salary based on number of working days rendered by employee
* Ensure the appropriate disbursement of funds correctly and delivered on time
* Prepare payroll reports
* Documents all compensation activities

**Bookkeeper / Teller**

**Western Union**

**Brgy.16 Blas Cid St. Laoag City, Ilocos Norte, Philippines**

**February 2015 – March 2016**

* Records business transactions
* Files receipt and disbursement transactions
* Reconciles account by using cash transactions
* In charge with cash withdrawal

**PROFESSIONAL DEVELOPMENT**

**Bloomberg Professional Service Training Program**

East West Educational Specialists | Northwestern University | April 16, 2016

**“JPIA: Life is here”**

14th Regional Midyear Convention | Hotel Supreme, Baguio City | September 29, 2015

**“Career Guidance 101”**

14th Regional Midyear Convention | Hotel Supreme, Baguio City | September 28, 2015

**“Convergence: Revitalizing Future Business TycoonsTowards the Corporate World*”***

SBA Annual Convention | Divine Word College of Laoag | January 26-30, 2015

**“Dynamism of Future Business Professionals”**

SBA Annual Convention | Divine Word College of Laoag | December 13, 2013

**PERSONAL DETAILS**

Nationality: Filipino

Date of birth: July 27, 1995

Marital Status: Single

Visa status: Tourist

**REFERENCES**

*Will be provided upon request*